

**ARCHITECTURAL REVIEW BOARD  
INFORMATION SHEET**

**2016**

The Architectural Review Board holds a public hearing at 7:30 p.m. on the third Monday of the month, unless altered by a holiday schedule. Work sessions are held at 7:30 p.m. on the Wednesday prior to that meeting. Meetings are held in the Herndon Council Chambers Building located at 765 Lynn Street, Herndon, Virginia.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **Please note that the applications must be complete and that it is the applicant's responsibility to ensure completeness. Late or incomplete applications will not be accepted or placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

**APPLICATION DEADLINE**

**WORK SESSION**

**PUBLIC HEARING**

December 28, 2015  
January 22, 2016  
February 19, 2016  
March 18, 2016  
April 15, 2016  
May 20, 2016  
June 17, 2016  
July 15, 2016  
August 19, 2016  
September 16, 2016  
October 21, 2016  
November 18, 2016  
December 23, 2016

January 20, 2016  
February 17, 2016  
March 16, 2016  
April 13, 2016  
May 11, 2016  
June 15, 2016  
July 13, 2016  
August 10, 2016  
September 14, 2016  
October 12, 2016  
November 16, 2016  
December 14, 2016  
January 18, 2017

January 25, 2016  
February 22, 2016  
March 21, 2016  
April 18, 2016  
May 16, 2016  
June 20, 2016  
July 18, 2016  
August 15, 2016  
September 19, 2016  
October 17, 2016  
November 21, 2016  
December 19, 2016  
January 23, 2017

To view additional information and confirm meeting dates, please visit the Town's web page at [www.herndon-va.gov](http://www.herndon-va.gov).

If you have additional questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.